

# **NEC Minutes**

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**National Executive Committee  
Meeting Minutes  
2 – 3 November 2007**

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**Kissimmee FL**

## 2 – 3 November 2007

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#### **OPEN SESSION**

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Civil Air Patrol  
National Executive Committee Meeting Minutes  
2 – 3 November 2007  
Kissimmee FL

**OPEN SESSION**

CALL TO ORDER ..... Brig Gen Amy Courter, CAP  
INVOCATION ..... Ch, Col Charles E. Sharp, CAP  
PLEDGE OF ALLEGIANCE ..... Col Reggie L. Chitwood, CAP  
ROLL CALL ..... Mr. Don Rowland, HQ CAP/EX

NATIONAL COMMANDER REMARKS ..... Brig Gen Amy Courter, CAP  
EXECUTIVE DIRECTOR REMARKS ..... Mr. Don Rowland, HQ CAP/EX  
CAP-USAF COMMANDER REMARKS ..... Col Russell Hodgkins, USAF

**NATIONAL EXECUTIVE COMMITTEE**

Brig Gen Amy S. Courter, CAP ..... Interim National Commander  
Col Reggie L. Chitwood, CAP ..... National Chief of Staff  
Col Fredric K. Weiss, CAP ..... National Finance Officer  
Col Andrew K. Worek, CAP ..... National Legal Officer  
Col Rodney F. Moody, CAP ..... National Controller  
Col Robert Diduch, CAP ..... Northeast Region Commander  
Col Kathryn J. Walling, CAP ..... Middle East Region Commander  
Col Charles L. Carr, Jr, CAP ..... Great Lakes Region Commander  
Col James M. Rushing, CAP ..... Southeast Region Commander  
Col Sean P. Fagan, CAP ..... North Central Region Commander  
Col Joseph C. Jensen, CAP ..... Southwest Region Commander  
Col Russell E. Chazell, CAP ..... Rocky Mountain Region Commander  
Col Ernest C. Pearson, CAP ..... Pacific Region Commander

**Non-voting members:**

Col Russell Hodgkins, USAF ..... CAP-USAF Commander  
Col James F. Linker, CAP ..... CAP Inspector General  
Ch, Col Charles E. Sharp, CAP ..... Chief of Chaplain Services

**CORPORATE TEAM**

Mr. Don R. Rowland	Executive Director
Mr. Mark H. Richardson, III	Assistant Executive Director
Mr. Johnny Dean	Director, Logistics & Mission Resources
Ms. Susan Easter	Chief Financial Officer
Mr. Marc Huchette	Director, Public Awareness & Membership Development
Mr. Larry Kauffman	Director, Fleet Management
Mr. Jim Mallett	Director, Educational Programs
Mr. Gordon Odell Jr.	General Counsel
Mr. John A. Salvador	Director, Missions

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**AGENDA ITEM - 1**

**PM**

**Action**

**SUBJECT: Approval of May 2007 NEC Minutes  
CAP/Interim National Commander – Brig Gen Courter**

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**INFORMATION BACKGROUND:**

The minutes of the May 2007 National Executive Committee meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to approve the May 2007 NEC minutes.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**DCS / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

**COL FAGAN/NCR MOVED and COL WEISS/NFO seconded THE PROPOSED NEC ACTION**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Remove the word "DRAFT" from the minutes.

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**AGENDA ITEM - 2**

**ED**

**Action**

**SUBJECT: Membership and Identification Cards  
SWR/CC – Col Jensen**

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**INFORMATION BACKGROUND:**

CAPR 39-2 addresses membership and ID cards. Currently referenced is the CAP membership card, and CAPF 19 - CAP Photo Identification Card (which is not valid unless accompanied by a valid membership card). Since this regulation has been published, an optional CAP photo ID/membership card has become available, which if purchased by the member replaces both the membership card and CAPF 19. This card is available at a nominal cost, and should replace the CAPF 19 – which is uncontrolled and easily altered,

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the NHQ staff to revise CAPR 39-2 to reflect the availability for purchase of a CAP Photo ID/membership card, which (if obtained) replaces the current membership card.

That the National Executive Committee vote to declare CAPF 19 obsolete and no longer valid (with a 180 day phase-out), and request NHQ staff to revise CAPR 39-2 to reflect this. NHQ and subordinate units to no longer issue CAPF 19 and to destroy remaining stocks of the card.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The NHQ staff has no objection to phasing out the CAP Form 19, but the NEC might want to consider allowing this form to remain for cadet use since this could be the only picture identification that younger cadets can obtain without an additional cost.

**CAP-USAF HEADQUARTERS' COMMENTS:**

No comment.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *Civil Air Patrol Membership*

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded THE PROPOSED NEC ACTION**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-2, *Civil Air Patrol Membership*. In a future agenda item address photo ID cards for cadets.

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**AGENDA ITEM - 3**

**ED**

**Action**

**SUBJECT: Region and Wing "XXX-XX-000" Squadrons  
SWR/CC – Col Jensen**

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**INFORMATION BACKGROUND:**

Each Region and Wing has a "000" headquarters squadron separate from the unit headquarters "001" squadron. In most Regions and Wings, the "000" squadron is used for the holding of membership of inactive members, members who have not completed certain required training (OPSEC), and the like. Although the "000" squadron members are generally inactive and may have expired or obsolete training and credentials, they currently have no restrictions to CAP activities and still have access to all materials (including sensitive or FOUO information) on e-services. Participation in activities or access to sensitive or FOUO information, while a member is inactive, may be unsafe, is unauthorized and may present a security risk. Members who wish to fully participate in CAP activities should transfer to an active unit.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the NHQ staff develop and publish amendments to CAPR 35-1 and CAPR 39-2 stating that members assigned to Wing or Region "000" units are inactive members and may only participate in activities currently authorized for Patron Members.

That the National Executive Committee vote to request the NHQ staff to develop a system to restrict e-services access for members of Wing or Region "000" squadrons. Members of Wing or Region "000" squadrons should have access only to public, non-sensitive CAP computer systems.

That the National Executive Committee vote to request NHQ staff to modify e-services so that all Patron Members are assigned to Region or Wing "000" squadrons, to simplify the restriction of e-services access of inactive and Patron Members to public information only.

**ESTIMATED FUNDING IMPACT:**

Cost of time of NHQ staff to develop needed software changes and staff to make regulatory changes TBD. No other costs.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

If the intent is to prevent participation/access of members in "inactive" squadrons, suggest we transfer all members of these squadrons to patron status since the restrictions for this member type are already in place. It is difficult to restrict access and participation based on the unit assignment rather than the member type.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-1, *Assignment and Duty Status*

CAPR 39-2, *Civil Air Patrol Membership*

CAPR 20-3, *Charters and Other Organization Actions*

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded** that the NEC vote to postpone this issue as described and send to National Headquarters staff and appropriate committee to work these issues with a report at the winter 2008 National Board meeting.

**MOTION TO POSTPONE CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to committee, with direction to clearly define the term "inactive," and inclusion in the winter 2008 National Board agenda.



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**AGENDA ITEM - 4**

**ED**

**Action**

**SUBJECT: Ownership of Personnel Records  
SWR/CC – Col Jensen**

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**INFORMATION BACKGROUND:**

CAPR 39-2 addresses maintenance of CAP personnel records. CAPR 10-2 addresses Files Maintenance and Records Disposition. Neither regulation specifies. CAPR 39-2 allows members who become inactive or leave CAP service to retain their own personnel file. This results in a loss of custody by CAP of CAP records, and could result in loss by the corporation of important personnel records and create confusion about the ownership of CAP records. It is preferable to establish a uniform standard where all records created by CAP remain the property of CAP, while ensuring that members may have a copy of all information in their personnel file.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the NHQ staff to revise CAPR 39-2 and 10-2 to reflect that all records and files created by CAP remain property of CAP. Personnel records should remain in the custody of CAP at all times, but members may have free access to and copies of all items in their own personnel records.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

NHQ staff agrees that a member should have access to, and be able to copy, his or her own personnel records. Actually, this process should become much simpler in the future with continued progress in electronically establishing, filing, updating, and accessing records. Additionally, NHQ suggests that the regulations should include the following statement:

“Members shall be granted regular access to their records at reasonable times during normal unit meetings, in addition to such other times as may be agreed to between the member and the record’s custodian.”

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

November 2007 NEC Minutes  
**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *Civil Air Patrol Membership*  
CAPR 10-2, *Files Maintenance and Records Disposition*

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL WALLING/MER seconded THE PROPOSED NEC ACTION amended to include the following sentence as suggested by NHQ: "Members shall be granted regular access to their records at reasonable times during normal unit meetings, in addition to such other times as may be agreed to between the member and the records' custodian."**

There was clarification that records and files include those on-line.

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Notification to the field and change to CAPR 39-2, *Civil Air Patrol Membership*; and CAPR 10-2, *Files Maintenance and Records Disposition*.

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**AGENDA ITEM - 5**

**LG**

**Action**

**SUBJECT: Restrictions of e-services access for members who have not completed OPSEC training  
SWR/CC – Col Jensen**

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**INFORMATION BACKGROUND:**

Operational Security (OPSEC) remains very important to Civil Air Patrol, and members must be trained in the principles of OPSEC and must agree to follow these principles in CAP activities before being allowed access to confidential or sensitive information. In June, 2006 the National Commander published an Interim Change Letter specifying that all members must complete an on-line OPSEC training course. This training is done online, is very simple and requires about 10 minutes. The training is now a part of Level One training, but many members who joined prior to the training's release have not completed it. There presently is no consequence provided by policy for failure to complete OPSEC training.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the National Commander send a follow-up letter to all members requesting compliance with the OPSEC training requirement and emphasizing the importance of OPSEC training and it's easy availability on the web.

That the National Executive Committee vote to request the NHQ IT staff develop a system to restrict e-services access for existing members who have not completed OPSEC training within 60 days of the National Commander's letter above, and new members until they have completed OPSEC training. Members (newly joined or existing) who have not yet completed OPSEC training should have access only to public, non-sensitive CAP computer systems and the web link to complete OPSEC training.

**ESTIMATED FUNDING IMPACT:**

Cost of time of NHQ IT staff to develop needed software changes TBD. No other costs.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

As stated above, OPSEC training was incorporated into Level One training as a means to comply with the CAP/CC OPSEC directive of June 2006. To date, 22,136 members have completed the training which indicates substantial compliance.

Whereas our IT personnel can implement procedures to use eServices as a gateway to enforce OPSEC training, the bigger issue seems to be the determination of which CAP members should be required to complete OPSEC awareness training. Recommend the NEC discuss this issue further to determine CAP's overall OPSEC training policy, the intended audience, and implementation procedures.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

Concur.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 50-17, *CAP Senior Member Professional Development Program*,  
CAPR 39-2, *Civil Air Patrol Membership*

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL RUSHING/SER seconded THE PROPOSED NEC ACTION**

Several concerns were raised during discussion and the following motion was made:

**COL JENSEN/SWR MOVED and COL WEISS/NFO seconded** a motion that the National Executive Committee vote to postpone and refer to the CAP/CC and NHQ/EX for referral to appropriate committee and National Headquarters staff to work the issues discussed with a report at the winter 2008 National Board.

**MOTION TO POSTPONE CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: CAP/CC and NHQ/EX referral to committee and inclusion in the winter 2008 National Board agenda.

**THE FOLLOWING SUBSTITUTE MOTION WAS MADE ON SATURDAY UNDER NEW BUSINESS ITEM 17.5.**

**COL WEISS/NFO MOVED and COL JENSEN/SWR seconded** a motion that the NEC vote to establish a policy to require Operational Security (OPSEC) training for ALL members of CAP (includes every category of membership) to be eligible to use e-services.

**MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to regulations.

**AGENDA ITEM - 6****ED****Action****SUBJECT: Region Chaplain Grade  
MER/CC – Col Walling****INFORMATION BACKGROUND:**

For many years, the liaison between the CAP Chaplain Service and the USAF Chaplain Service was conducted by a senior Air Force chaplain assigned to CAP. Upon the termination of that arrangement, an Executive Chaplain was employed by CAP to perform those duties and generally oversee the chaplain appointment process and direction of the CAP Chaplain Service. That position was also eliminated and the entire direction of the CAP Chaplain Service has now fallen to the volunteer side. These developments have resulted in some challenging dilemmas to the Chaplain Service. Several elements must be considered:

1. The CAP Chaplain Service comprises a corps of chaplains that is larger than the USAF Active Duty Chaplain Service corps.
2. The CAP Chaplain Service is specifically named in Air Force Instruction (AFI 52-101) as a resource for the USAF Chaplain Service. CAP is currently providing chaplain service for Air Force and Army Active Duty, Reserve and Guard units throughout the United States. Qualified CAP chaplains are considered equals in ministry.
3. Another unique feature of the CAP Chaplain Service is the necessity of functioning as a parallel chain of command to preserve the DoD requirements and confidentiality. In this respect, the Chaplain Service differs from every other CAP section.
4. The CAP Chief of Chaplain Services (CAP/HC) has been given a much greater responsibility for the oversight of the Chaplain Service than ever before.
5. The additional duties of the CAP/HC include direct liaison with the USAF Chaplain Service.
6. CAP has been fortunate that our current CAP/HC has been in a position to dedicate his full time to these duties; however, it is feared that chaplains who assume these responsibilities in the future may not find it possible. Related to this dilemma is the concern that in the future, these additional responsibilities will significantly decrease the number of chaplains who would be able (or even willing) to serve as CAP/HC. Typically, the CAP/HC is chosen from those who have experience as a Region Chaplain, providing a somewhat limited pool of available candidates. If it is further depleted by unrealistic expectations, the CAP Chaplain Service would be significantly hindered.

It has become quite clear to the Chaplain Service Advisory Council that the above cited concerns require, and will continue to require region chaplains to take a considerably more active role in the oversight of the CAP Chaplain Service. Lacking the previous level of liaison with the Air Force Chaplain Service, region chaplains are finding it necessary to directly interface with active duty chaplains at the Air Force Wing level and above. In doing so, it has been noted that Air Force chaplains in these positions expect to deal with CAP chaplains with a more commensurate grade. A wing chaplain in the Air Force is usually a Lt Colonel or a Colonel, while a region chaplain in CAP is usually

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a Lt. Col. The Air Force has dictated that we must coordinate our assistance with an Air Force Wing Chaplain. The Air Force is very much involved in the planning and function of the Region Chaplain Service Staff College conducted every year in each region.

Additional recommendations that are pending will require that region chaplains take a more active role in the assignment of CAP wing chaplains, working closely with region and wing commanders. These additional duties will greatly enhance the ability of the CAP Chaplain Service to provide effective and competent chaplain services down to the unit level.

Occasionally, a chaplain leaves the Chaplain Service to assume duties in the command structure. It is felt that sometimes that action may be motivated by a desire to achieve the grade of Colonel. This proposal would serve two practical purposes with regard to that concern: (1) It would provide a path to promotion that would not require leaving the Chaplain Service; and (2) it would mitigate a self-serving motivation for becoming the CAP/HC. The CAP/HC would be a first among equals. It would, no doubt, strengthen the overall leadership of the Chaplain Service.

Finally, this proposal would provide incentive for chaplains to progress through Level IV of the Professional Development program. Currently, chaplains may advance through the ranks without regard to the professional development levels. Many have been promoted to Lt Col while completing only Levels I and II. Adoption of this proposal would provide additional motivation to advance in training as well as grade. This provision would also provide a safeguard against the indiscriminate granting of this promotion.

In the past, region chaplains were given the grade of Colonel. The proposed change would return to that precedent. This proposal would provide much deserved recognition to chaplains who provide much valued senior leadership, but are otherwise prohibited from advancing in grade in the same manner as other senior members who serve in the command structure.

#### **PROPOSED NEC ACTION:**

That the National Executive Committee vote to approve the promotion of Region Chaplains to the grade of full Colonel provided the chaplain has achieved Level IV of the professional development program.

#### **ESTIMATED FUNDING IMPACT:**

None.

#### **CAP NATIONAL HEADQUARTERS' COMMENTS:**

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, along with the National Executive Committee control the grade of colonel and we defer to the NEC in this matter.

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**CAP-USAF HEADQUARTERS' COMMENTS:**

No comments.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5, *CAP Officer and NCO Promotions and Appointments*

**NEC ACTION:**

**COL WALLING/MER MOVED and COL CARR/GLR seconded** that the National Executive Committee vote to approve the promotion of Region Chaplains to the grade of full Colonel provided the chaplain has achieved Level V of the professional development program.

**THE MOTION WAS DEFEATED.**

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**AGENDA ITEM - 7**

**MX/MD**

**Action**

**SUBJECT: Flight Time Reporting  
CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

Flight times are currently reported in WMIRS in hours and tenths of hours (e.g. 1.6 hrs). To ensure standardization and to better enable synchronization of WMIRS with other aircraft maintenance tracking applications, flight time should be reported by starting and ending tachometer times for wings enrolled in the Consolidated Aircraft Maintenance Program. To ensure minor maintenance reimbursement remains consistent with past practices, wings not yet enrolled in consolidated maintenance should report Hobbs meter time instead of Tach time.

Hobbs meters record time much the same as a stop watch and generally indicate 15-20% more time than Tach readings because the meter begins running when the aircraft battery switch is turned on or when the engine oil pressure reaches a specific amount. Tach time begins when the engine is running but varies according to engine speed. Most aircraft maintenance is predicated on Tach time.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to approve Tach time as the flight time reporting standard for wings enrolled in the Consolidated Aircraft Maintenance Program and Hobbs meter time for wings in the minor maintenance program.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. This change will produce more accurate reporting of flight time and will ensure all flying is accounted. It will also be of great assistance in managing aircraft maintenance and fleet upgrades.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

Concur.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 67-1, *Civil Air Patrol Property Management*.



**NEC ACTION:**

**This agenda item was withdrawn.**

**AGENDA ITEM - 8****LG****Action**


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**SUBJECT: CAP Property Management  
CAP/CS – Col Chitwood**


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**INFORMATION BACKGROUND:**

The current version of CAPR 67-1, *Civil Air Patrol Property Management*, includes several provisions that are stricter than the DoD Grants and Agreements Regulations (DoDGARs) requirements. These additional requirements place an unnecessary management and disposal burden upon the volunteers and should be removed to take full advantage of the parameters that are already established for grant recipients.

The current policy was created by the May 2000 NEC when they adopted the National Finance Committee's 18 May 2000 recommendation that CAP units be required to "account for all computers and communications equipment for their useful life and all other equipment having a fair market value of \$2,000 or more and a useful life greater than one year." These additional restrictions are implemented in Table 2-1 of the current version of CAPR 67-1.

The DoDGARs and underlying OMB Circulars establish four categories of property that apply to CAP: equipment, supplies, real property and Federally-owned property. Definitions, procedures and recommendations are:

Equipment is nonexpendable personal property\* having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. CAP must request disposal instructions from CAP-USAF to remove equipment from our inventory. The change in policy requested is to manage all equipment under a single inventory report with four distinct sub-sections; Aircraft, Vehicles, Communication and Other. Current disposal procedures remain unchanged for equipment.

Supplies are all personal property except equipment, i.e., items whose useful life is less than one year or whose acquisition cost is less than \$5,000. Title to supplies vests in the recipient (CAP) upon acquisition. DoDGARs rules dictate that, upon completion of the grant, residual inventories of unused supplies exceeding \$5,000 in total aggregate value shall be turned over to other federally-sponsored project if needed. If not needed by another program we must retain the supplies for use on non-Federal sponsored activities or sell them, but shall, in either case, compensate the Federal Government for its share.

For our purposes the supply category includes computers, printers, cameras and other items that were previously classified as "pilferable." Our proposal is to manage these items for operational control for their useful life. NHQ/LGS will establish useful life based on commercially reasonable standards and record them in CATS for each supply item. At the end of the useful life these items would be disposed at our discretion. Loss or damage occurring during the useful life would require submission of a Report of Survey describing the circumstances. Wing commanders would be responsible for determining and

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collecting proportional assessments for lost utilization. Replacement or reimbursement would be at the discretion of the wing commander. Items lost, damaged or unserviceable after their useful life would be disposed. Any funds obtained for reimbursement would be returned to NHQ and treated as "program income."

Real property is land, including land improvements, structures and attachments, excluding movable machinery and equipment. We recommend no changes to the current procedures for managing real property.

Federally-owned property – property whose title remains vested in the Federal Government. Upon completion of the award or when the property is no longer needed, the recipient shall report the property to the DoD Component for further Federal agency utilization. CAP does not possess any Federally-owned property at this time.

\* Personal property is defined as property of any kind except real property.

All items obtained from DRMO will continue to be returned to DRMO when no longer needed.

#### **PROPOSED NEC ACTION:**

That the National Executive Committee vote to approve management of CAP property in accordance with DoDGARS with no additional limitations.

#### **ESTIMATED FUNDING IMPACT:**

This action will not generate additional costs but should save the transportation costs associated with turning in used, obsolete, or unusable supplies that were purchased with grant funds. All items obtained from DRMO will continue to be returned to DRMO when no longer needed.

#### **CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. Personal accountability for property is a vital element for any successful property management system. Passage of this change would not in any way relieve CAP of maintaining accountability for items acquired with appropriated funds, rather it would simply implement the disposal authority that is already present in the DoDGARS.

#### **CAP-USAF HEADQUARTERS' COMMENTS:**

Concur only in part. CAP-USAF strongly supports efforts to improve property accountability. Consolidating and simplifying property inventory and reporting systems is a positive step, especially given the \$25 million plus investment of Air Force appropriated funds in new radio infrastructure for CAP. However, this proposal also contains a property disposal process that, on the surface, appears to violate DoDGARS.

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CAP-USAF cannot concur with a property disposal process that violates Federal guidance, which would put CAP members at risk of prosecution were it enacted. CAP-USAF will continue to work with the NHQ staff to develop this proposal in a manner consistent with Federal laws and statutes.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 67-1, *Civil Air Patrol Property Management*.

**NEC ACTION:**

**COL CHITWOOD/CS MOVED and COL WALLING/MER seconded that the National Executive Committee vote to postpone and refer to CAP-USAF and National Headquarters to jointly develop and refine the regulations dealing with CAP supplies, equipment, and logistics to provide clear, concise language and to bring CAP property management in accordance with DoDGARS and other Federal policies.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Joint development of procedures and refinement of CAPR 67-1, *Civil Air Patrol Property Management*, by CAP-USAF and National Headquarters staffs to include consolidating the inventory system into a single system.

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**AGENDA ITEM - 9**

**MD**

**Action**

**SUBJECT: Flight Release Reporting-CAPF 99  
RMR/CC - Col Chazell**

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**INFORMATION BACKGROUND:**

CAPR 60-1, paragraph 4-6(c) requires that “[t]he FRO shall, by the 5<sup>th</sup> of each month, forward the original CAPF 99 to the Wing DO or his/her designee for use in compiling data for submission of the required monthly CAPF18 .” Inasmuch as this FRO report is being used to document that a flight release was given and to provide information for the CAPF 18, I propose that a copy, rather than the original, of the CAPF 99 be sent to the Wing DO or his/her designee for use in compiling data for submission of the required monthly CAPF 18. The original CAPF 99 would be retained by the home unit of the flight release officer. This will decrease the burden on the subordinate units and the flight release officers themselves in terms of postage costs and time.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to amend direct the requirement of CAPR 60-1, paragraph 4-6(c) to allow for the use of copies of CAPF 99s, rather than original documents, and that the originals be retained by the unit which generated them.

**ESTIMATED FUNDING IMPACT:**

Cost of revising CAPR 60-1.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur

**DCS / NATIONAL STAFF COMMENTS:**

Concur.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 60-1, *CAP Flight Management*

**NEC ACTION:**

**COL CHAZELL/RMR MOVED and COL CARR/GLR seconded** that the National Executive Committee vote to amend the requirement of CAPR 60-1, paragraph 4-6(c) to allow for the use of copies of CAPF 99s (including fax or PDF - any electronic means), rather than original documents and that the originals be retained by the unit which generated them.

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-UP ACTION: Implementation of policy, notification to the field, and change to paragraph 4-6(c), CAPR 60-1, *CAP Flight Management*.

**AGENDA ITEM - 10****ED****Action**

**SUBJECT: Officer Member PD Credit for Cadet Service  
RMR/CC - Col Chazell**

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**INFORMATION BACKGROUND:**

When they become officer members, former cadets currently receive credit for Level I completion by virtue of their receipt of the Mitchell Award. Similarly, I believe that Professional Development credit should be granted to former cadets that complete Phases III and IV of the cadet program. This will enhance our ability to retain those cadets as officer members once they've completed the cadet program. And, they won't be required to re-complete requirements as an officer member that they've already done as a cadet. I propose the following to apply retroactively:

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to mandate revision of CAPR 50-17, *CAP Senior Member Professional Development Program* to grant cadets Officer Member Professional Development credit for their cadet training as presented below:

- Cadets that earn the Amelia Earhart Award be automatically awarded a Cadet Programs Technician rating in addition to their promotion to First Lieutenant. An Earhart cadet already possesses the skill set developed from the knowledge and service requirements found in CAPP216 for a technician rating.
- Cadets that earn the Ira C. Eaker Award be automatically awarded Level II completion. The Staff Duty Analyses completed by these cadets in Phases III and IV provide them a depth of knowledge sufficient to that obtained by attendance at a Squadron Leadership School. If this agenda item is approved, Eaker cadets will have already earned a CP technician rating by virtue of their Earhart award; and, completion of EC113, Region Cadet Leadership School, or Cadet Officer School is a current requirement for the Eaker Award. Completion of one of those three equivalent courses should be transferable to the comparable Level II requirement.
- Cadets that earn the Carl A. Spaatz Award be automatically awarded a Cadet Programs Senior rating and credit for Yeager Award completion in addition to their promotion to Captain. Spaatz cadets already possess the skill set developed from the knowledge and service requirements found in CAPP 216 for a senior rating. Additionally, the AE portion of the Spaatz examination is at least as comprehensive as the Yeager exam; and Spaatz awardees do not have the open-book option available to officer members taking the Yeager test.

**ESTIMATED FUNDING IMPACT:**

Cost of revision of CAPR 50-17.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The NHQ staff concurs with the intent of this agenda item which is to provide incentives for cadets to progress from cadet status to senior member status rather than leaving CAP. Although we have no specific objections to the proposal, this agenda item would be an excellent one to discuss in depth during the Cadet Programs Summit planned for Jan/Feb 2008. At that time, we expect many other matters associated with the "cadet-to-senior" issue to surface and be examined. Accordingly the NEC might want to refer this item to the Cadet Summit, the outcome of which will be presented to the May 2008 NEC.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 50-17, *CAP Senior Member Professional Development Program*

**NEC ACTION:**

**COL CHAZELL/RMR MOVED and COL JENSEN/SWR seconded the PROPOSED NEC ACTION amended to include a retroactive provision.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 50-17, *CAP Senior Member Professional Development Program*.



**AGENDA ITEM - 11****ED****Action**

**SUBJECT: Character Development  
RMR/CC - Col Chazell**

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**INFORMATION BACKGROUND:**

The mission of the CAP cadet program, since its inception, has been to “Develop Dynamic Americans and Aerospace Leaders.” Character education is a necessary aspect of that mission. Quoting from CAPR 52-16, section 1-2(d): “CAP develops character in cadets through mentoring, character education and activities that promote a drug free ethic.” Further, that regulation also states that “[t]he goal of the Cadet Program’s moral leadership element is to develop in cadets a commitment to live CAP’s core values, and the ability to think critically about moral and ethical issues.” The US Air Force Academy, also in the business of developing leaders, defines character as “qualities of moral excellence which compel a person to do the right things despite pressure or temptations to the contrary.”

(<http://academyadmissions.com/character/index.php>). I believe the moral leadership program is more of a character development program than simply a monthly lesson in moral thinking. Further, the leadership aspect of the CAP cadet program closely follows the USAF military model. This is evident in wear of the uniform, chain of command relationships, the cadet rank structure, the cadet honor code, etc. Changing the moral leader program to the CAP “Character Development” program more closely matches what is being done in USAF leadership programs and better describes what is in fact being taught in the CAP cadet program.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to mandate that the CAP moral leadership program be changed to the CAP Character Development program and require revision of all official documents, as they’re routinely revised, to reflect that change.

**ESTIMATED FUNDING IMPACT:**

None. Documents will be revised on the normal cycle.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

All regulations referencing the CAP moral leadership program.

**NEC ACTION:**

**COL CHAZELL/RMR MOVED and COL PEARSON/PCR seconded the PROPOSED NEC ACTION.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Notification of change to the field and routine change to all regulations referencing the CAP moral leadership program.

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**AGENDA ITEM - 12**

**GC**

**Action**

**SUBJECT: Appointment of a Cadet Representative as a non-voting member of the National Board  
SWR/CC – Col Jensen**

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**INFORMATION BACKGROUND:**

The National Cadet Advisory Council (NCAC) has recommended that a Cadet Representative, to be selected by the NCAC, be appointed as a non-voting member of the National Board. This member will provide invaluable insight from the Cadet viewpoint to the National Board, and will serve as the liaison between the NCAC and the National Board. The Cadet Representative should have full privileges as a non-voting member of the National Board, except that he/she may be excused from closed session meetings by the National Commander or presiding officer at the request of a board member if the topic to be discussed so requires. Legal coordination will also be required to ensure that the Cadet, and the Cadet's parents or guardians (if the Cadet is a minor) will enjoy insurance protection and indemnification in the event of suit in their capacity as a National Board member. The National CAC will be tasked with ensuring that senior member escort requirements are met for attendance of the Cadet Representative to the National Board.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the Constitution and Bylaws committee to prepare a Constitution and Bylaws amendment to appoint a Cadet representative, to be selected by the NCAC, as a non-voting member of the National Board. The proposed amendment should be considered at the 2008 Winter National Board, and (if approved) passed on to the Board of Governors for action.

**ESTIMATED FUNDING IMPACT:**

If the proposed Constitution and Bylaws change is eventually approved by the National Board and the BoG, approximately \$2000 per year will be required to support attendance of the Cadet member to National Board meetings.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Although this recommendation has merit in its intent to endorse CAP's emphasis on youth development, an NCAC member position on the National Board appears to be redundant to the NCAC chairperson's role of advising the National Commander on cadet issues. Moreover, CACs at the wing and region level have an opportunity to influence the National Board by advising their respective commanders on agenda items pending before the Board. An annual or semi-annual "State of the Cadet Corps" briefing by the NCAC Chair, rather than a membership on the National Board, might be a simpler means of providing more cadet input to the Board process.

GC comments: The discussion regarding indemnity calls for a confidential communication between client and counsel. However, the logistics of ensuring that the

cadet is supervised at an appropriate level at all times practical are a challenge that may be best addressed by volunteers.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

Civil Air Patrol Constitution and Bylaws  
CAPR 20-1, *Organization of Civil Air Patrol*

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL CHAZELL/RMR seconded the PROPOSED NEC ACTION**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to Constitution and Bylaws Committee and inclusion in the winter 2008 National Board agenda and, if appropriate, the June 2008 Board of Governors agenda. The following guidance was provided for committee consideration: (a) The NCAC chair should be at least 18 years of age; (b) Consider looking at alternative of making the NCAC a standing committee of CAP and the chairman of the committee would have access to the board without membership; (c) Consider, if a non-voting member, that during Executive Session this non-voting member would be excluded (there was explanation that the NCAC understands and concurs); (d) There was clarification that the motion intends only National Board—not NEC; (e) Consider actions requiring cadet input and/or attendance to be consolidated at one time during the meeting to best utilize their time.

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**AGENDA ITEM - 13**

**Information**

**SUBJECT: ARCHER Concept of Employment  
CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

In mid-2007, the National Commander announced a Strategic Missions Task Force (SMTF) construct for (1) the operation, maintenance, and readiness of the Gippsland GA-8 Airvan fleet, (2) management of installed ARCHER equipment, and (3) training and standardization of assigned SMTF aircrews (pilots and ARCHER operators). As plans are finalized and CAP nears activation of the 16 SMTFs, the National Commander desires that region commanders be afforded the opportunity to discuss CAP's SMTF execution plan. Brig Gen Richard L. Anderson (DCS/Strategic Missions, DCS/M) will present a SMTF information briefing to the NEC, followed by an ARCHER overview briefing by Col Andrew J. Alexa (Director, Advanced Technology Group) and Lt Col (Dr) John C. Kershenstein (ATG Chief Technology Officer). The National Commander will then moderate a discussion on the SMTF structure and solicit region commander inputs.

BRIG GEN ANDERSON presented a slide briefing. Gen Anderson made the following recommendation as a "Task Force To-Do List" to get this program started:

- Appoint TF/CCs
- Select crew members for initial cadre
- Validate GA-8 basing locations
- Accelerate ARCHER operator production
- Write syllabus for 60-day recurring training
- Identify training funds

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**AGENDA ITEM - 14**

**ED**

**Action**

**SUBJECT: CAP NCO Corps  
GLR/CC – Col Carr**

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**INFORMATION BACKGROUND:**

In May 2007, the National Commander appointed a working group to investigate the possibility of developing a viable NCO corps within the senior member program. The group has been researching a number of issues that affect the ability of NCOs to become a more meaningful part of Civil Air Patrol. While current regulations allow former military NCOs to retain their NCO grade in CAP, there are no provisions for these members to earn any further promotions. In order to attract qualified former NCOs to the program, we need a mechanism to allow them to progress in the program in the same manner as the senior member officers. The ability to earn future promotions would be the first step toward fully integrating the NCO grades into the overall structure of the organization.

Additionally, some new members do not wish to obtain officer grades or are better suited to the NCO corps. Currently, this is not an option unless these individuals have previously served as enlisted members of the Armed Forces. The ability to bring new members in at the enlisted grades appears to be the next step toward developing a fully functioning NCO corps.

Since the Air Force has retained control of the CAP grade structure, it will be necessary to request their approval to change the current NCO grade restrictions; however, this cannot be done until specific criteria have been established.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to approve the concept of future promotions for former military NCOs; task the working group to develop promotion criteria for each grade, and present a proposal to the May 2008 NEC.

Also, approve the working group to consider concept of individuals without prior military service being eligible for promotion to NCO grades. The working group is to develop a program for these individuals to earn NCO grades through CAP participation and training. This plan should be presented to the summer 2008 National Board for consideration.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The NHQ staff provided assistance to the initial NCO Working Group and will continue to provide support as necessary.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur with action as drafted above.

**DCS / NATIONAL STAFF COMMENTS:**

To be presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5, *CAP Officer and NCO Promotions and Appointments*

**NEC ACTION:**

**COL CARR/GLR MOVED and COL DIDUCH/NER seconded the PROPOSED NEC ACTION**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Working group to develop promotion criteria for each grade and present a proposal to the May 2008 NEC. Inclusion in the May 2008 NEC agenda. Working group to consider concept of non-military for promotion to NCO grades and present plan to the summer 2008 National Board. Inclusion in the summer 2008 National Board agenda.

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**AGENDA ITEM - 15**

**Action**

**SUBJECT: DCS / Committee Reports  
CAP/CS**

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**DCS and Committees**

**1. Finance Committee – Col Weiss**

COL WEISS/NFO distributed the minutes of the Finance Committee meeting. November 1, 2007 (amended to include guest attendance by Col Joseph Jensen/SWR). **See Attachment 1.** Col Weiss briefed the following recommendations:

**a. RECOMMENDATION:** The Finance Committee endorses the FY09 Appropriated Financial Plan and recommends forwarding the proposed plan to the NEC for approval.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to approve the RECOMMENDATION of the Finance Committee and forwarding the proposed plan to the Board of Governors for approval.

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Include in the December 2007 BoG agenda.

**b. RECOMMENDATION:** The Finance Committee approves the modification to the current investment policy to include Exchange Traded Funds.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to accept the RECOMMENDATION of the Finance Committee and refer to the Board of Governors for approval.

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Include in the December 2007 BoG agenda for approval and in the winter 2008 National Board agenda for information.

**c. RECOMMENDATION:** The Finance Committee approves the rewording of the investment policy goal to state “The immediate goal of the Civil Air Patrol corporation investment program is to grow its portfolio to a base line for \$5,000.000.”

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to accept the RECOMMENDATION of the Finance Committee and refer to the Board of Governors for approval.

**MOTION CARRIED UNANIMOUSLY**



**d. RECOMMENDATION:** The Finance Committee approves a modification to the current investment policy to include Exchange Traded Funds.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to accept the RECOMMENDATION of the Finance Committee and refer to the Board of Governors for approval.

### **MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Include in the December 2007 BoG agenda for approval and in the winter 2008 National Board agenda for information.

**e. RECOMMENDATION:** The Finance Committee recommends that the NEC endorse that the National Commander issue a directive to all units wing level and below to close their separate EIN numbers, and instruct NHQ to issue specific guidelines on how to accomplish this no later than the end of this year - 31 December 2007. The deadline for all EINs to be closed will be Jun 2008.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to approve the RECOMMENDATION of the Finance Committee.

### **MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: (1) National Commander letter to units wing level and below directing closure of EIN numbers NLT June 2008; (2) National Headquarters issue specific guidance to units wing level and below NLT 31 Dec 2007.

**f. RECOMMENDATION:** The Finance Committee recommends that reporting requirement of the Wing Banker Solution be deferred until 1 December 2007 to allow the units to comply and allow the wings to consolidate all financial information.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to approve the RECOMMENDATION of the Finance Committee.

### **MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Notification to the field of change in Wing Banker Solution reporting requirements.

**g. RECOMMENDATION:** That the NEC endorse a COLA for NHQ staff for calendar year 2008 in the amount of 3.5%.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the NEC vote to endorse the RECOMMENDATION of the Finance Committee and refer to the Board of Governors for approval.

### **MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Inclusion in the Dec 2007 BoG agenda.

**h. RECOMMENDATION:** Finance Committee recommends to the NEC that the corporation provide funding in the amount of \$12,700 for an outstanding bill for aircraft repairs, which the Puerto Rico Wing is unable to pay. The NHQ will work with Puerto Rico Wing to establish a reasonable reimbursement schedule to pay this debt back to the corporation. Furthermore, the NEC instructs Col Rushing to form a committee to assess the extent of the problems at the wing and assign an oversight committee to help manage the financial activities of the Puerto Rico Wing.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED that the NEC vote to approve the RECOMMENDATION of the Finance Committee.**

### **MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: (1) Advance money to Puerto Rico Wing to pay debt; NHQ establish reimbursement schedule; (2) SER/CC: (a) form a committee to assess PR wing financial situation and (b) assign an oversight committee to help manage financial activities of the PR Wing.

## **2. DCS / Strategic Missions – Brig Gen Anderson**

This report was included in the presentation of Agenda Item 13, ARCHER Concept of Employment.

## **3. DCS – Operations – Col Skiba**

DCS/OPS MEMORANDUM FOR NEC, 2 November 2007, Subject: DCS Report to the NEC was distributed and briefed by Col Skiba. **See Attachment 2.**

## **4. DCS – Support – Col Guimond**

COL GUIMOND presented a slide briefing. He reported on the following various functions that fall under Support:

- Government Relations – Col John Swain
- Historian – Col Len Blascovich
- Information Technology – Lt Col Bill Hughes
- Marketing – Col Rick Greenhut (CAP Marketing Guidebook was distributed and is available on-line)
- Public Affairs – Col Virginia Keller

## **5. Safety – Col John Tilton**

Col Tilton presented a slide briefing and encouraged increased emphasis on safety. A 2007 Safety Mishap Analysis was distributed. The National Commander noted a reduction in hangar-type incidents and urged focus in the other areas that were outlined in an effort to improve CAP safety.

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**AGENDA ITEM - 16**

**Action**

**SUBJECT: Old Business**

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**1. ITEM: Regulation & Control of CAP Participation in “Booster Clubs”: Agenda Item 6, May 2007 NEC.**

Interim report due to National Board from ad hoc committee on how to deal with unit participation in Booster Club activities.

**Aug 07 NB Action:**

COL WEISS/NFO briefed the ad hoc committee report. So far, the committee has been formed and is chaired by Col Weiss. The other members are: Col Worek/NLO, Col Chazell/RMR, Lt Col Mark Lee, Lt Col Tim Verrett, and from National Headquarters, Ms. Easter/FM and Mr. Odell/GC.

FOLLOW-ON ACTION: Committee report at the Nov 07 NEC meeting. Inclusion in the Nov 07 NEC agenda.

*COL WEISS, Chair of the Ad Hoc Committee, reported that the committee had met and the items that are currently being looked at are ensuring that “Booster Club” activities are not part of CAP activities. The idea of “Booster Clubs” must be a completely different organization from CAP. They are also looking at financial and liability issues concerning the relationship between each organization and there cannot be a backflow of assets from CAP to “Booster Clubs.” The Ad Hoc Committee will again meet at the winter 2008 National Board meeting and will have a further report.*

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**AGENDA ITEM - 17**

**Action**

**SUBJECT: New Business**

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**1. ITEM: Awards, Decorations, and Promotions**

Distinguished Service Medals were approved for the following individuals:

Lt Col John Postl  
Lt Col John M. Eggen  
Lt Col Ed Phelka  
Lt Col Peggy Myrick

**2. ITEM: Legal Officer Indemnity**

**COL CHITWOOD/CS MOVED and COLL RUSHING/SER seconded that the NEC vote to adopt the following policies to be incorporated into CAP regulations by staff:**

a. Indemnity shall be afforded to legal officers in the same manner afforded to "unit legal officers" by deleting the word "unit" from "unit legal officer" CAPR 112-10 Para 2.a.(2). This is an attempt to remove liability as a potential disincentive to service as a legal officer

b. Wear of legal officer badge restricted to members currently assigned as legal officers. This policy is to reduce the risk that confidences may be vested in and advice sought from those who do not presently owe a fiduciary duty to CAP.

c. The JA office symbol for legal officers (or the "J" added as a suffix to primary office symbols such as "IGJ" or "CCJ") shall be replaced with "LO" (or as "L" as a suffix) or as otherwise deemed appropriate to remove potential confusion with "judge advocate" as defined by Federal Law.

d. These policy changes and legal officer reporting change shall be effective immediately. In publishing the changes, staff will include a grace period of no less than 60 days.

**COL JENSEN/SWR MOVED TO AMEND and COL FAGAN/NCR seconded the motion to amend, as follows: (1) In paragraph 3, lines 2 and 3, strike the words "with "LO" (or as "L" as a suffix) or as otherwise deemed appropriate." (2) Send to committee to determine replacement terminology.**

**AMENDMENT CARRIED WITH ONE ABSTENTION**

**AMENDED MOTION CARRIED WITH ONE ABSTENTION**

FOLLOW-ON ACTION: Referral to committee to determine replacement terminology for deletion in paragraph 3. Implementation of policy, notification to the field, and changes to CAPR 111-1, *Duties and Qualifications of Legal Officers*, and CAPR 112-10, with a reasonable grace period of no less than 60 days.

### **3. ITEM: Approval of New Policies Regarding Memoranda of Understanding**

**COL CHITWOOD/CS MOVED and COL WEISS/NFO seconded** that the National Executive Committee vote to adopt the policy changes as they are reflected in the draft of CAPR 111-2, Memoranda of Understanding.

See draft CAPR 111-2 at Attachment 3.

Discussion indicated that from the background information there were additional changes to the regulation, and the following motion was made:

**COL WALLING/MER MOVED TO POSTPONE and COL WEISS/NFO seconded** the motion to postpone this item until Saturday.

### **MOTION TO POSTPONE CARRIED UNANIMOUSLY**

**On Saturday, COL WALLING/MER MOVED and COL CHAZELL/RMR seconded** to a motion to bring from the table.

### **MOTION CARRIED**

**COL WALLING/MER MOVED TO AMEND and COL CHAZELL/RMR seconded** the amendment that the draft of CAPR 111-2 will go through the normal draft approval process.

### **MOTION TO AMEND APPROVED UNANIMOUSLY**

**COL CHAZELL/RMR MOVED TO AMEND and COL CARR/GLR seconded** the amendment to state specifically that the requirement for state MOUs be changed from “shall” to “may.”

### **MOTION TO AMEND CARRIED UNANIMOUSLY**

**COL CHAZELL/RMR MOVED TO RECONSIDER and COL CARR/GLR seconded** the reconsideration of the above amendment to strike the requirement for state MOUs be changed from “shall” to “may.”

### **MOTION TO AMEND APPROVED UNANIMOUSLY**

### **AMENDED MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: NHQ staff make policy changes in the draft of CAPR 111-2, and that the revised draft of CAPR 111-2 will go through the normal draft approval process.

#### **4. ITEM: Restricting Access to National Interactive Personnel in e-Services**

COL RUSHING/SER stated that several years ago when CAP moved all of the emergency services operational qualifications into e-Services, we elected to give the incident commanders access to the national interactive personnel module because they needed contact information in order to be able to get to any member, any where. He further stated that there have been some recent incidences that would indicate that sensitive information has been abused. The contact information for all ES qualified people is now included in the resource list generated from the operations-qualified material. Col Rushing made the following motion:

**COL RUSHING/SER MOVED and COL CHAZELL/RMR seconded** that the National Executive Committee vote to restrict access to the national interactive personnel module in e-services to only those members who are assigned at national level and the National Executive Committee in order to prevent further abuse of information that is contained in that system.

**COL WALLING/MER MOVED TO POSTPONE and COL MOODY/NC seconded** that the National Executive Committee vote to postpone discussion and action on this agenda item until Saturday

#### **MOTION TO POSTPONE CARRIED UNANIMOUSLY**

ON SATURDAY, THE FOLLOWING SUBSTITUTE MOTIONS WERE MADE:

**COL RUSHING/SER MOVED and COL WEISS/NFO seconded** a motion to restrict access to national interactive personnel data systems in e-services to only those members who are assigned at the national level, the members of the NEC, and other individuals through CAP/CC approval.

#### **MOTION CARRIED UNANIMOUSLY**

**COL RUSHING/SER MOVED and COL PEARSON/PCR seconded** a motion to allow access to national interactive personnel data systems in E-services in the operations qualifications area for incident commanders at Level I and II.

#### **MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Implementation of policy changes, notification to the field, and change to regulations.

**5. ITEM: Suspension of Individuals during Investigations of Alleged Cadet Abuse**

COL JENSEN/SWR stated that currently the suspension is 60 days unless there is an extension if there is consideration of criminal actions until actions are completed. There is a provision in CAPR 35-1 that requires coordination with Corporate Legal Counsel regarding suspension. There is also guidance in the Cadet Protection Regulation. To resolve these concerns, Col Jensen made the following motion:

**COL JENSEN/SWR MOVED and COL WALLING/MER seconded** the motion to add the following sentence to paragraph 6-a (3), CAPR 35-1: "The suspension may also be renewed for subsequent 30-day periods if a CAP investigation remains in progress. Extensions for this reason require approval of the next higher commander at wing or higher in the chain of command."

**COL CHITWOOD/CS MOVED TO POSTPONE and COL JENSEN/SWR seconded** the motion to postpone this item until Saturday.

**MOTION TO POSTPONE CARRIED UNANIMOUSLY**

**ON SATURDAY, THE FOLLOWING REVISED MOTION WAS MADE:**

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded** the motion that the NEC vote to direct a committee chosen by National Commander and Executive Director to review current provisions for suspension of members pending investigations of allegations of cadet abuse. The specific questions/directions for the committee to address are (1) Is a suspension always necessary? And (2) Establish provision for continuation of suspension until CAP investigation is complete, if necessary.

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Designation of committee by National Commander and Executive Director with a report back to the winter 2008 National Board meeting and inclusion in the agenda.

**6. ITEM: OPSEC Training required for all members to use e-Services**

**REFERENCE AGENDA ITEM 5, Restriction of e-Services**

COL JENSEN/SWR commented that a clarification of policy was needed in this area rather than sending this item to committee.

**COL WEISS/NFO MOVED and COL JENSEN/SWR seconded** a motion that the NEC vote to establish a policy to require Operational Security (OPSEC) training for ALL members of CAP (includes every category of membership) to be eligible to use e-Services.



## **MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to regulations.

### **7. ITEM: Legislative Officers to Grade of Lt Col**

COL DIDUCH/NER stated that CAPR 35-5(c) 14 contains policy that allows for a wing commander to promote a senior member to Lt Col when the person is fulfilling the role of a legislative liaison officer. He expressed an opinion that this policy is an abuse to the rank. If the person is a member of the organization who has contacts with State and Federal government or legislative people then that person doesn't really need any rank at all. Col Diduch made the following motion:

**COL DIDUCH/NER MOVED and COL MOODY/NC seconded** a motion that the NEC vote to remove the provision allowing senior member promotion to Lt Col, regardless of professional development, when serving as Legislative Officers.

## **MOTION DEFEATED**

### **8. ITEM: Endorsement of Replacement for AFIADL-13 (ECI 13)**

During the NHQ staff briefings, Mr. Mallett requested endorsement of the direction proposed for this item.

On Saturday, Col Jensen/ SWR expressed an opinion that the work so far is excellent and on track and made the following motion:

**COL JENSEN/SWR MOVED and COL CHAZELL/RMR seconded** a motion that the NEC endorse the work presented by Mr. Mallett regarding replacement of AFIADL 13 (commonly referred to as ECI-13) with a new CAP distance learning program.

## **MOTION CARRIED UNANIMOUSLY**

### **9. ITEM: Removal of the Name "U.S. Civil Air Patrol"**

**COL CARR/GLR MOVED and COL MOODY/NC seconded** a motion that the NEC vote to approve that the name "Civil Air Patrol" is the official name, that all references to "U.S." be permanently removed, and other references to "U.S. Civil Air Patrol" shall be phased out over a reasonable transition period based upon logistical practicality.

**COL CHAZELL/RMR MOVED A SUBSTITUTE MOTION and COL PEARSON/PCR seconded** the substitute to specifically revoke the Policy Letter issued by the former National Commander regarding the term "U. S. Civil Air Patrol."

A question was raised as to whether the NEC can revoke a Policy Letter issued by the National Commander.

**COL CHAZELL/RMR WITHDREW HIS SUBSTITUTE MOTION**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: NHQ instructions to Vanguard not to make any more items with the name, "U. S. Civil Air Patrol." These items will be phased out over a reasonable time frame.

**10. ITEM: Bylaw Change, Section 10.6**

NOTE: The gavel was handed to the Chief of Staff for this agenda item.

**BRIG GEN COURTER MOVED and COL MOODY/NC seconded** a motion that the NEC request the Constitution & Bylaws Committee to review Section 10.6 of the Bylaws to consider changing Para 10.6.e. to authorize the National Controller to ensure adherence to the "fiduciary" program of the corporation rather than just the "financial" program (strike the word "Financial" and include the word "Fiduciary), and that the Constitution & Bylaws Committee make a recommendation to the winter 2008 National Board for follow-on action by the Board of Governors. (This action would allow logistical transactions to be codified.)

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to the Constitution & Bylaws Committee with a report back to the winter 2008 National board. If approved, follow-on action by the Board of Governors and inclusion in the Jun 2008 BoG agenda.

**11. ITEM: Increase Aircraft Fleet to 550**

**COL CHAZELL/RMR MOVED and COL WALLING/MER seconded** a motion that the NEC vote to increase the CAP aircraft fleet to 550. The manner of providing the increase will be left at the discretion of NHQ staff. The increase will be accomplished during FY08. In order to provide for proper maintenance, the requirement that 85% of the aircraft be on consolidated maintenance will be accomplished by December 2009.

After considerable discussion, Col Walling summarized that this motion opens the door for the National staff to begin looking at all the information so they can bring back to the NEC any consequences in increasing the fleet. Col Hodgkins, USAF, reminded that the Statement of Work requires a nation-wide distribution plan, to do an analysis every other year, and redistribute aircraft as required based on the analysis. Also, the Executive Director recommended removal of the last sentence of the motion, which

addresses the issue that 85% of aircraft be on consolidated maintenance because we need to continue to work for 100%.

**COL CHAZELL/RMR MOVED TO AMEND and COL WALLING/MER seconded the amendment to strike the last sentence of the motion.**

### **MOTION TO AMEND CARRIED UNANIMOUSLY**

The amended motion reads as follows:

**“That the NEC vote to increase the CAP aircraft fleet to 550. The manner of providing the increase will be left at the discretion of NHQ staff. The increase will be accomplished during FY08.”**

### **THE AMENDED MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: National Headquarters staff provide update to NEC. Include in the May 2008 NEC agenda.

## **12. ITEM: Payment of Form 108**

COL CHAZELL/RMR raised the issue of some wings not being able to file Forms 108 within 45 days at the close of a mission as required by CAPR 173-3. NHQ/FM suggested that the NEC consider allowing FM to pay for those missions if funding becomes available.

**COL CHAZELL/RMR MOVED and COL CARR/GLR seconded a motion that the NEC vote to direct NHQ/FM to enforce the 45-day rule and any outstanding 108s may be paid if funds become available and prorate it for those outstanding.**

**COL JENSEN/SWR MOVED TO AMEND and COL WEISS/NFO seconded an amendment to add “at the end of each fiscal year” to the motion.**

### **AMENDMENT CARRIED UNANIMOUSLY**

**COL WALLING/MER MOVED TO AMEND and COL JENSEN/SWR seconded an amendment to add the words “for mission reimbursement requests” after the phrase “will be used” and before the phrase “at their discretion.”**

### **AMENDMENT CARRIED UNANIMOUSLY**

The amended motion reads as follows:

**“NEC direct NHQ/FM to enforce the 45-day rule for mission reimbursement requests and any remaining funds will be used to pay outstanding mission reimbursement requests at CAP/NHQ discretion at the end of the fiscal year.”**

**AMENDED MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: NHQ implementation of policy

**13. ITEM: Disabilities Policy Committee (Executive Session)**

***COL WOREK/NLO MOVED and COL CHAZELL/RMR seconded*** a motion that the NEC vote to create a Disabilities Policy Committee to begin addressing the issue of members with disabilities by defining the problem as it affects all CAP programs, including the School Enrichment Program. This effort will be worked by NHQ and committee or contracted out.

**MOTION CARRIED UNANIMOUSLY**

## **POST NEC ACTION**

**The following item was approved by the NEC in a fax vote on 27 March 2008.**

**SUBJECT: NESA COE Training Center Funds  
CAP/NFO – Colonel Weiss**

### **INFORMATION BACKGROUND:**

Civil Air Patrol has been offered a unique opportunity to develop a permanent training site, the Center for Operations Excellence (COE), for the National Emergency Services Academy (NESA) at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) in Edinburgh, Indiana. It is located approximately 35 miles south of Indianapolis. The CAJMTC post commander just presented CAP with a unique opportunity that requires CAP to act quickly. Though CAJMTC is planning to fund most of the costs for this project, literally several hundred thousand dollars in support, there are some things that CAJMTC cannot fund to establish the NESA COE. This request is for your approval of \$20,000 in FY08 corporate training center funding for the initial development of the NESA COE. John Salvador will answer questions on the NESA COE in May at the NEC meeting, and a supporting briefing is attached. General Courter is also planning on being available for additional discussion on this topic with the national headquarters after the conference call scheduled for 26 March 2008. The \$20,000 is needed by early April in order to secure CAP's foothold at CAJMTC. We know that there is a matching fund requirement for these funds, and believe that CAJMTC's cost share for the project more than meets that requirement. Additionally, the NESA Alumni Association has already agreed to donate \$5,000 to the overall project which can also justify the matching requirement.

Established in 1996, NESA has successfully provided quality training in all emergency services mission specialty areas to thousands of CAP members from across the country. Since 2000 every wing has had some representation at NESA every summer. Other than the national convention this is the largest national event held annually hosting 400 hundred or more participants every year since 2001. This has been possible because of great support from the membership and CAJMTC. CAJMTC has consistently provided the facilities and resources for CAP to successfully run NESA every year, and national headquarters is currently negotiating a formal agreement with CAJMTC to guarantee our long term access to these resources and the site for the NESA COE. Unfortunately, since the war on terror began, we have had to put a cap on the number of students participating because of troop mobilizations and demobilizations occurring at CAJMTC, but the post wants to support the continued growth and development of NESA and other CAP programs. In fact the post commander has been a CAP member for several years, his son was also a cadet, and he has on many occasions sung the praises of CAP. The main limitation that CAP has really had in further expanding programs at CAJMTC has been access to administrative facilities to effectively run NESA. CAJMTC can't spare any more of their facilities because of war

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efforts that are expected to go on for several years. The post commander has actually “bumped” other units when there was potential that we would have to cancel NESACOE because he sees the value in our training, and he has the support of the Indiana Adjutant General for this project. This proposal would resolve that issue and allow NESACOE to potentially be run several times annually and maybe even year round eventually. The total cost for CAP to develop the NESACOE site under current plans is approximately \$60,000. This is minimal in comparison to what CAJMTTC will be providing as they are proposing several hundred thousand dollars in facilities and support to make this a reality. The \$20,000 initially requested is to prepare the site for CAP use, laying gravel, connecting utilities, and other things like that. That needs to be done before mid-April in order for CAJMTTC to comply with environmental policies, otherwise it cannot be done until spring of 2009, and it may be too late then. The post commander is expected to move on to a new assignment next fall, and though he maybe in a position to help us, there is no guarantee of that, and the next post commander may have other competing priorities. National Headquarters feels it is best to take advantage of this opportunity while it is available since it may not happen again. The remaining funding needed to establish the site, approximately \$40,000, would likely not be required until FY09 or later, and the NESACOE staff believes they can raise additional funds through grants and donations to offset that cost and is willing to spread the development out over several years if necessary in order to do this. As mentioned earlier, the NESACOE Alumni Association has already agreed to provide \$5,000 to support the NESACOE, and believes there are other donors that would contribute once this is publicly announced. Some of the long range costs could possibly be offset through the use of DoD excess supplies and equipment, NESACOE student fees, and limited appropriated funding. Each year NESACOE has been run it has always come in under budget, and some of those funds could possibly also be used to support the NESACOE.

Establishing the NESACOE makes sense, and is an opportunity that CAP should not pass up. We request your support and approval of \$20,000 to develop and establish the NESACOE.

#### **PROPOSED NEC ACTION:**

That the National Executive Committee approve the use of \$20,000 from the FY08 corporate training center fund account (Vanguard revenues) to begin development of a National Emergency Services Academy Center for Operations Excellence at Camp Atterbury Joint Maneuver Training Center.

#### **ESTIMATED FUNDING IMPACT:**

\$20,000.

#### **CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

#### **ADVISOR / NATIONAL STAFF COMMENTS:**

Colonel Skiba Concur.

## **ADMINISTRATIVE/ANNOUNCEMENTS**

1. Brig Gen Courter asked that DCS/OPS MEMORANDUM FOR NEC, 2 November 2007, Subj: DCS Report to the NEC be marked "LAW ENFORCEMENT SENSITIVE.":
2. Brig Gen Courter conducted a CAP Leader Forum on Saturday afternoon. Gen Courter presented a slide briefing and distributed a workbook.
3. Brig Gen Courter announced attendance by Major Rajesh Kothari, National Commander Special Assistant, who assisted in the CAP Leadership Forum.
4. During the NEC meeting, the following update briefings were presented:
  - (a) NHQ/MD, John Salvador – Missions
  - (b) NHQ/MX, Larry Kauffman – Fleet Management
  - (c) NHQ/ED, Jim Mallett - Educational Programs. The following items were distributed to the NEC: (1) A brochure on the CAP School Enrichment Program; (2) Enrollment and Completion Metrics for AFIADL-13 CAP Senior Officer Course; and (3) A Concept Paper—CAP Officer Basic Course—prepared for National Staff College consideration as a replacement AFIADL Course 13 (commonly called ECI-13).
  - (d) NHQ/EX – Don Rowland – FY08 Appropriated Funding
  - (e) Chief of Chaplain Services, Chap, Col, Sharp – CAP Ethics Policy. A Talking Paper on Development of Ethics Education in CAP was distributed.
  - (f) NHQ/LG, Johnny Dean –Logistics & Mission Resources. He briefed on Information Technology.
5. Brig Gen Courter distributed a feedback form for the Friday and Saturday sessions to indicate what they liked about the meeting and things recommended for change.
6. There was confirmation to the National Headquarters staff of the current policy on the use of vehicle funds.